

**STATE OF SOUTH CAROLINA  
MILITARY DEPARTMENT  
SOUTH CAROLINA STATE GUARD**

**SOUTH CAROLINA STATE GUARD  
REGULATION 600-1**

**7 JUNE 2003**

**ADMINISTRATIVE PROCEDURES  
General  
Effective upon receipt**

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## CHAPTER 1

### GENERAL

**1-1. GENERAL:** This regulation establishes criteria and provides procedures for appointment of officers and warrant officers and for enlistment and reenlistment in the South Carolina State Guard; establishes criteria and provides procedures for the promotion of commissioned and enlisted personnel; and provides guidance in other matters related to personnel and unit administration. Wherever the term "commissioned officer" or "officer" is used, it will be defined as including warrant officers unless specified otherwise.

**1-2. LIMITATIONS:** Initial appointment of officers or enlistment of noncommissioned officers is limited to those necessary to fill existing vacancies in SCSG units when there are no qualified officers or enlisted personnel of appropriate or lower grade available to fill such vacancies. Exceptions to these limitations may be made at the discretion of the Commander, SCSG.

#### **1-3. AUTHORITY:**

a. Authority to execute enlistments rests with the Recruiting Detachment. Authority to execute reenlistments is granted to the commanders concerned, down to and including *company level*, in conformance with the criteria contained in this regulation. Grade limitations are the same as those specified for promotion in paragraph 7-1.

b. Officers of the State Guard are appointed under Section 8, Article I, Constitution of the United States. Authority to confirm appointment of officers and warrant officers is a function of the State enforced by the Adjutant General, acting under authority of the Governor of South Carolina. Commissions shall be processed only by The Military Department of South Carolina and issued over the signatures of the Governor, as Commander-in-Chief, and the Adjutant General, authenticated by the Great Seal of the State.

c. Authority to promote officers and warrant officers is a function of the Adjutant General acting for and in accordance with such regulations as prescribed by the Commander-in-Chief and the South Carolina State Code. This authority may be delegated to the *Commander*, South Carolina State Guard; however, the same procedures as outlined in b. above will be followed.

## CHAPTER 2

APPOINTMENT OF  
COMMISSIONED OFFICERS AND WARRANT OFFICERS  
OF THE SOUTH CAROLINA STATE GUARD

**2-1. ELIGIBILITY CRITERIA.** Individuals possessing the qualifications in **a** through **h**, below may apply for appointment as SCSG commissioned officers or warrant officers.

a. Minimum Age. No applicant will be considered for appointment that has not attained his/her 21st birthday **or has reached his/her 71<sup>st</sup> birthday**. Waiver of minimum age will not be authorized. Only the Adjutant General may waive the maximum age.

b. Citizenship. An applicant must be or have applied to become a **citizen** of the United States.

c. Education.

(1) *Commissioned Officers*

(a) *Applicants with at least two (2) years of military service in any of the armed forces of the United States (regular or reserve component) must be a graduate of a high school or have the equivalent (GED) and at least a two (2) year degree from a regionally accredited college or equivalent.*

(b) *Applicants with less than two (2) years of military service in any of the armed forces of the United States (regular or reserve component) must have a four (4) year degree from a regionally accredited college or university or equivalent.*

(2) *Warrant Officers*

(a) *Applicants with at least two (2) years of military service in any of the armed forces of the United States (regular or reserve component) must be a graduate of a high school or have the equivalent (GED).*

(b) *Applicants with less than two (2) years of military service in any of the armed forces of the United States (regular or reserve component) must have a two (2) year degree from a regionally accredited college or university or the equivalent in hours completed toward a degree.*

(3) All applicants must have demonstrated understanding of and proficiency in the English language.

d. Military Service. Preference shall be accorded former service members in selecting individuals to be commissioned.

e. Character. Each applicant must be of good moral character.

f. Leadership. Applicants must possess qualifications as potential leaders and have the ability to deal effectively with people. Such qualifications may be evaluated in terms of the applicant's background and general experience.

g. Medical. Each applicant will provide certification as to fitness to perform the duties of the position for which applying.

h. Police Record Check. Each applicant will complete SCSG Form 20/66, granting SCSG authority to request a police records check.

**2-2. INELIGIBLES.** The following persons are not eligible for appointment in the SCSG.

a. Anyone who refuses to sign the oath specified in Section 25-3-60, Code of Laws, South Carolina, 1976, as amended. (See Appendix XI, Officer Oath and Record of Service)

b. Persons who have been adjudged youthful offenders or have a record of convictions by any type of military or civil court, excluding minor traffic violations and excluding action taken under Article of War 104 or Article 15, Uniform Code of Military Justice, will be reviewed by the Judge Advocate General's Office prior to final action being taken on any application.

c. Persons dropped from the rolls or released from active duty, or separated from any component of the Armed Forces of the United States for any of the following reasons:

(1) Under other than honorable conditions. If, upon appeal, an individual's discharge was changed to separation "under honorable conditions," he is not eligible for appointment solely because of such change. The action characterizing the service as honorable is determinative only of the type of discharge. Appointment will be tendered or refused, based upon the facts and merit of the individual case. Appointment will not be effected in any case until approval has been received from the Adjutant General of South Carolina.

(2) For unsatisfactory service.

(3) Resignation for the good of the service in lieu of court-martial, elimination, or any form of disciplinary or corrective action.

d. Having been separated from any component of the Armed Forces as a security risk.

e. Commissioned and warrant officers of the Active Regular components of the Armed Forces, Public Health Service, and U.S. Coast and Geodetic Survey.

f. Cadets with a federal contract.

g. Individuals denied retired pay or annuities under the so-called "Hiss Act." (Act of 1 Sep 54 (68 Stat. 1142), as amended (U.S.C. 2281 et seq.) Individuals who are, or have been, members of any foreign or domestic organization, association, movement, group or combination of persons advocating a subversive policy or seeking to alter the form of government by unconstitutional means, whose case has not been adjudicated favorably by the Department of Defense.

i. Those who are in the military service of a foreign government, or those employed by a foreign government.

j. Those who are members of the Ready Reserve components of the Armed Forces or who have a reserve commitment.

**2-3. WAIVERS AND APPOINTMENT OF OVERSTRENGTH PERSONNEL.** Where the need exists for selected personnel in excess of those authorized in existing manning documents or an opportunity exists to recruit or appoint a well-qualified individual for whom there is no appropriate space, a waiver may be granted by *the Commander, SCSG*. All requests for waivers will be considered on a case-by-case basis. Waivers for appointment of overstrength officers may be submitted either as a separate action or with the appointment package. In all cases, the procedure should be explained to the applicant.

**2-4. GRADE ON APPOINTMENT.** If otherwise qualified, applicants may be appointed in grades indicated:

a. Commissioned Officers and Warrant Officers.

(1) Retired and former officers may be appointed in the highest rank satisfactorily held in the Armed Forces, Regular or Reserve Components or one grade higher, up to the rank of major, at the discretion of the Appointment and Promotion Board. Officers brought into the SCSG at the grade they held on active service may be considered for promotion to the next higher grade after one year of exemplary service without regard to the requirements outlined in paragraph 3-7b.

(2) Individuals not previously commissioned who have served as E-5 through E-9 (or E-5 through E-7 prior to establishment of E-8 and E-9 grades) may be appointed up to the rank of Captain (O-3) based on military and civilian experience. Individuals commissioned under this provision must *comply with education requirements under paragraph 2-1 and* have completed a Senior NCO Course. *Individuals who have served in grades E-1 through E-4 may be commissioned under the provisions of para. (4), below, after enlisting in the SCSG.*

(3) Individuals with no prior military service but possessing technical skills required by the State Guard may be appointed as warrant officers or as commissioned officers up to the grade of Captain (O-3). Individuals commissioned under this provision must *comply with education requirements under paragraph 2-1 and complete SCSG required courses and demonstrated ability for leadership.*

(4) Individuals now serving as enlisted personnel in the SCSG may be appointed as a warrant officer (WO-1) or a 2<sup>nd</sup> Lieutenant (O-1) upon the recommendation of the unit commander, if qualified under paragraph 2-4a above and upon completion of the *SCSG Basic Officer Course and with documented evidence of leadership ability.*

(5) Appointments to fill unit vacancies of Warrant Officers, Chaplains, Judge Advocates, Communications, Engineer, and Medical Officers will be in the grades as determined by State Headquarters, based upon technical and/or professional qualifications.

(6) Individuals successfully completing a four-year Senior ROTC program may be appointed as 2nd Lieutenant (0-1).

**2-5. APPLICATIONS FOR APPOINTMENT AND ALLIED PAPERS.** Applications for appointment in the South Carolina State Guard will include the following documents:

- a. SCSG Form 4 (Request for Officer Personnel Action)..
- b. SCSG Form 20/66 (Basic Personnel Data). See instructions in paragraph 2-6, below.
- c. Statement of intent to become a US Citizen, if applicant is an alien.
- d. Documentary evidence of graduation from high school or a higher level of education as required in paragraph 2-1c. In the absence of such documentation, applicant will submit a certificate explaining what efforts he/she has taken to obtain documentation and why it cannot be furnished.
- e. Documentary evidence of prior service, if any, such as DD 214 (Armed Forces of the United States Report of Transfer or Discharge) **or NGB 22 (National Guard Bureau Report of Separation and Record of Service)**. A photocopy of the appropriate document will be made at the time of application. The original documents will be returned to the applicant. If the applicant cannot furnish the required document, he may be furnished assistance in completing a Standard Form 180 (SF 180) for each period of active Federal service. The applicant must submit the SF Form 180 to the appropriate Federal records repository for issue of the proper document. ***The SCSG is required by law (Section 25-3-40, Code of Laws of the State of South Carolina, 1976, as amended 1982) to ascertain the character of previous service in the Armed Forces of an applicant for membership in the State Guard. Therefore, the requirement for the DD 214/NGB 22, or comparable documents cannot be waived.***
- f. Documentation attesting completion of military training, i.e., military certificates, diplomas, and course completion notices from the Institute for Professional Development (IPD), ***or information contained in 201 file or other military transcripts.***
- g. Documentation concerning civilian police, security, medical, communications, or disaster preparedness training related to the State Guard mission. This includes certificates of completion of home study courses offered by the Federal Emergency Management Agency (FEMA). Copies need not be furnished if already on file.
- h. Any evidence of federal commissions and/or promotions.
- i. Any necessary request(s) for waiver.



**2-6. PREPARATION OF FORMS FOR APPLICATION.** Forms will be completed in accordance with the examples.

a. Preparation.

(1) All entries, except signatures, on application documents will be typewritten or printed in black ink.

(2) All signatures will be in ***black ink***.

(3) ***Dates will be entered using the military date system, which is the day in numerals, the abbreviated name of the month and year in numerals. For example, the fourth of July 1998 will be written 4 Jul 98.***

(4) Civilian education entries on the SCSG Form 20/66 should include only high schools, trade or technical schools, and colleges and universities attended.

(5) Military schools completed, entered on the SCSG Form 20/66, will include the most recent and highest levels of military education. Qualification awarded may be a certificate or diploma; for all skill-producing courses, the MOS or rating awarded will be entered.

b. Number of Copies. All required documents will be prepared in a minimum of two (2) copies. One copy will be forwarded, through channels, to Headquarters, SCSG, ***to arrive at least ten (10) working days prior to date applicant is to be boarded.*** A copy will be retained by the applicant's sponsoring unit of assignment. Intermediate headquarters may require copies for file as desired. The following is a listing of the minimum documents required for initial appointment as a commissioned or warrant officer in the SCSG:

**DOCUMENTS TO HQ SCSG FOR COMMISSIONED AND WARRANT OFFICERS**

SCSG Form 4 (Request for Officer Personnel Action)	Original
<b>MUST BE SIGNED BY BDE CDR OR THE CHIEF OF STAFF (FOR HQ SCSG APPLICATIONS)</b>	
SCSG Form 20/66 (Basic Personnel Data)	Original
Civilian Education Documentation	Copy
Military Education Documentation	Copy
Prior Service Documentation (DD 214 or NGB 22)	Copy

**SCSG Form 66-2 (Officers Oath and Record of Service) will not be a part of the initial appointment package. Oath of Office cannot be completed until the applicant has been appointed. As soon as possible after receipt of appointment orders, the unit commander will have the newly appointed officer sworn in and return the original SCSG Form 66-2 via command channels to Headquarters, SCSG.**

**2-7. SUBMISSION AND PROCESSING OF APPLICATIONS.**

## a. Applications will be submitted as follows:

- (1) Through the unit commander for members of SCSG units.
- (2) Through Brigade Recruiting Officer for individuals not members of the South Carolina State Guard.

## b. Processing

## (1) The Brigade Recruiting Officer will:

- (a) Review applications for completeness and determine applicant's administrative eligibility to apply for appointment.
- (b) Return application if applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection *in writing*.
- (c) Forward applications of qualified applicants, with appropriate recommendations, to the Recruiting and Retention Detachment for screening and processing.
- (d) The Recruiting and Retention Detachment will forward the application to HQ, SCSG, after reviewing it for completeness.
- (e) In the case of appointments to field grade rank, the Brigade Recruiting Officer will brief the Brigade Commander, who will personally discuss the proposed appointment with the **Commander SCSG**.

(2) The State Headquarters **Appointment Board**, consisting of officers, *senior to the proposed rank of applicant*, who are active members of the South Carolina State Guard, will review the application and examine the applicant's qualifications for appointment in the South Carolina State Guard. **The Appointment Board will consist of six (6) voting members and a non-voting Recorder: the Commander SCSG or designated representative as President, Brigade Commanders or designated alternate, HHD G-1, and recorder. A quorum will consist of at least four (4) voting members.** Final action on all initial appointments will be completed within 30 working days of the date of the Board meeting.

## (3) Headquarters, South Carolina State Guard, upon receipt of application and allied papers, will:

- (a) Refer the application to the Deputy Chief of Staff for Personnel and Administration (G-1) for presentation to the Board. If the applicant is found qualified by the Board, a recommendation for permanent appointment will be forwarded to the Adjutant General.

(b) Return applications if:

(1) Applicant does not meet the basic administrative prerequisites for appointment.

2) Errors or omissions are found that cannot be corrected within the Headquarters.

(4) ***Brigade Commanders are responsible for informing applicants who are not found qualified of the reasons why the Board rejected their application and to make recommendations as to how any deficiencies might be corrected.***

(5) Oath of Office. If the Board finds the applicant qualified and recommends his/her appointment, and the Commander, SCSG, concurs, Headquarters, SCSG, will publish an order and the Oath (SCSG Form 66-2) will be administered.

(6) Effective Date. The effective date of appointment will be that specified in the appointment orders, published by Headquarters, South Carolina State Guard, regardless of the date on which the Oath of Office was administered. Applicants will be authorized to wear the uniform or assume the rank of the position for which the appointment was requested following receipt of temporary appointing orders (VOCG) from Headquarters, South Carolina State Guard.

## CHAPTER 3

**PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS**

**3-1. PURPOSE.** This chapter prescribes policies and requirements for promotion of commissioned officers and warrant officers in the SCSG.

**3-2. RESPONSIBILITY.** The promotion of officers in the SCSG is a function of the State. As in original appointments, an officer promoted by State authorities has a State status in the higher grade under which to function.

**3-3. PROMOTION CRITERIA.**

a. Promotion will be based upon efficiency, time in grade, demonstrated command and staff ability at the appropriate level, potential service in the next higher grade, and except as provided in this chapter, *will be accomplished only when an appropriate TOE and TDA vacancy in the higher grade exists in the unit.*

b. Promotion will be made without regard to race, color, religion, sex or national origin.

**3-4. SECURITY SCREENING.** (NGR 10-4) Pending initiation of National level checks, local checks will be conducted with city or county law enforcement agencies.

**3-5. WEARING OF INSIGNIA.** Wearing of insignia of higher grade is not authorized until the Military Department of the State of South Carolina has published official orders.

**3-6. ELIGIBILITY FOR PROMOTION.**

a. To be promoted to fill a unit vacancy, a SCSG officer must:

- (1) Be in an active status.
- (2) Be medically fit.
- (3) Have completed the minimum years of promotion service indicated in paragraph 3-7.
- (4) Have completed the minimum military educational requirements prescribed in paragraph 3-

8.

b. *A SCSG officer who has been in an inactive status as a warrant or commissioned officer may not be considered for promotion until at least 1 year after the date on which he/she returned to an active status.*

**3-7. MINIMUM YEARS OF PROMOTION SERVICE.**

a. A Second Lieutenant who is not promoted to First Lieutenant on or before the date on which he/she completes 30 months of promotion service must be carefully evaluated to determine whether any grounds exist for elimination such as:

- (1) Demonstrated substandard performance.
- (2) Inaptitude.
- (3) Unfitness.
- (4) Unsuitability.

b. An officer must complete the following minimum years of promotable service prior to being considered for promotion and recognition in the higher grade. *Time spent in the Active Reserve (SCSGAR) and the Inactive Reserve (SCSGIR) will not be counted toward the required minimum time in grade for promotion.*

	Minimum Promotion Service Years in Lower Grade
2LT to 1LT and WO1 to CW2	1.5
1LT to CPT and CW2 to CW3	2.0
CPT to MAJ and CW3 to CW4	4.0
MAJ to LTC <i>and CW4 to CW5</i>	4.0
LTC to COL	3.0

c. An officer who has served one-half of the required time-in-grade and who has served creditably for at least 6 months in a position prescribed to be filled by higher rank may be examined by a promotion board for promotion to the next higher grade, provided the officer is otherwise qualified (i.e. has appropriate military education). All such requests for waiver must be presented in a narrative justifying the request in terms of performance, dedication to duty, and achievement. Request for promotion under these terms should be considered an exception to policy and requested only in the most exceptional cases. A waiver of time in grade for promotion may be granted only once during an individual's service with SCSG.

d. An officer in the grade of second lieutenant (or warrant officer one - WO1) or first lieutenant (or warrant officer two - CW2) who has served creditably for at least 1 year in a position prescribed to be filled by a captain (or chief warrant officer three - CW3) may be examined by a promotion board for promotion to the next higher grade, provided the officer is otherwise qualified. *An officer may be promoted only once under this exception.*

e. *An officer appointed in the grade served in while on active Federal Service may be promoted after a one (1) year probationary period provided his/her service has been satisfactory.*

### 3-8. MINIMUM MILITARY EDUCATIONAL REQUIREMENTS.

a. The minimum military educational requirement for promotion to First Lieutenant *or* CW2 is completion of the SCSG Officer Basic Course (OBC) unless the individual is a graduate of a Federal Senior Non-Commissioned Officer Academy, Senior ROTC, or has had prior Federal Service as an officer in either the active or reserve component.

b. *For promotion to Major or CW3, completion of the SCSG Officer Command & Control Course (OC2), or prior Federal Service at the O-4 level or higher.*

c. For promotion to Colonel, prior Federal Service at the O-5 level or higher *or the SCSG Senior Officer's Training Course.*

d. For promotion to Brigadier General, prior Federal Service at the O-6 level or higher *or completion of the SCSG Senior Officers Training Course and the recommendation of the Commander, SCSG, or the Adjutant General.*

e. The following alternate requirements or exceptions are authorized:

(1) Upon recommendation by the Promotion Board, the Commander may accept civilian academic training or the South Carolina Criminal Justice Academy in lieu of the military training requirements outlined above.

(2) *The Commander, SCSG, may waive any of these requirements. In the case,* Colonel (O6) or higher, the Adjutant General must approve any waiver. If a waiver by the Commander, SCSG, exists, the waiver and a reason for the waiver must become a permanent part of the applicant's 201 file.

(3) An officer above the grade of second lieutenant, except general officers, found not qualified for promotion under the criteria outlined above on a first selection basis may receive a second consideration within 1 year. If non-selected a second time, the officer will be discharged from commissioned status or be placed on the Retired List, if eligible. In certain cases, an officer not being selected for promotion under the second consideration process may revert to an enlisted status providing a vacancy exists and the individual can qualify to fill such a vacancy.

**3-9. APPOINTMENT AND PROMOTION BOARD PROCEDURES.** The Promotion Board will review the records of officers recommended for promotion and appointments. Officers under consideration will not be required to personally appear before the Board unless so desired by the president of the Board. The Board will consider documentary evidence submitted by the unit commander together with appropriate records including medical records and pertinent documents that cite the officer's manner of performance.

**3-10. REQUIRED DOCUMENTS.** The following records and allied documents will be forwarded to the Headquarters, SCSG. It is not necessary to submit additional copies of documents already on file.

a. SCSG Form 4 (Request for Officer Personnel Actions) from the immediate commander, properly indorsed personally by all commanders concerned. (See APPENDIX II). *In the case of promotions to field grade rank, the Brigade Commander will discuss the action personally with the Commander, SCSG. In all cases the SCSG Form 4 must be approved by the Brigade Commander, or, in the case of HHD personnel, by the Chief of Staff.*

b. Documentary evidence from service school attesting to completion of prescribed military educational requirements.

c. Any other individual pertinent documents.

d. Any evidence of federal commissions and/or promotions.

3-11. *PREPARATION OF FORMS FOR PROMOTION.* Forms will be completed in accordance with the examples provided in appendixes.

a. **Preparation**

(1) All entries, except signatures, on documents will be typewritten or printed in black or blue-black ink.

(2) All signatures will be in black ink.

(3) Dates will be entered using the military date system which is the day in numerals, the abbreviate name of the month and year in numerals. Example: The fourth of July 1997 will be written – 4 Jul 97

b. **Number of Copies.** *All required documents will be prepared in a minimum of two (2) copies. The ORIGINAL will be forwarded, through channels, to Headquarters SCSG to arrive at least ten (10) working days prior to date applicant is to be boarded, and a copy will be retained by the applicant's unit of assignment. Intermediate headquarters may require copies for file as desired.*

## CHAPTER 4

## OFFICER REDUCTIONS

**4-1. AUTHORITY.** Authority to approve reductions in grade for officers rests with the Adjutant General, South Carolina Military Department, *but will be submitted through Commander, SC State Guard.*

**4-2. VOLUNTARY REDUCTION.** Officers may request voluntary reduction in grade to accept assignment to a Table of Organization position vacancy of a lesser grade.

**4-3. REQUESTS.** Requests for voluntary reduction will be prepared in a letterform and forwarded through channels to Headquarters, South Carolina State Guard. Each commander concerned will endorse the request.

**4-4. REDUCTION ORDERS.** *If reduction is approved, orders will be published by Headquarters, South Carolina State Guard.*



## CHAPTER 5

OFFICER AND WARRANT OFFICER REASSIGNMENTS,  
DISCHARGES, AND RETIREMENTS

## TRANSFERS,

**5-1. REASSIGNMENTS.**

**a. Procedures.** Commanders of South Carolina State Guard units may request reassignment of officers and warrant officers to fill existing Table of Organization vacancies within their respective units.

**b. Qualifications.** Unit commanders will judge the qualifications of their officers; however, *Brigade Commanders will discuss all proposed field grade reassignments and transfers personally with the Commander, SCSG.*

**c. Reassignments of Officers with Property Book Responsibility.** Requests for reassignment of officers with property book responsibility will be accompanied by a request for transfer of property account to a successor property book officer. Section II, SCSGR710-10, applies.

**d. Requests.** Requests for officer reassignment will be submitted on SCSG Form 4 (Request for Officer Personnel Actions), by the commander of the officer concerned, through channels to Headquarters, South Carolina State Guard. If the request is approved, *Headquarters SCSG will publish reassignment orders.*

**5-2. TRANSFERS.**

**a. Procedures.** The battalion commander will request transfer of officers and *warrant officers* between companies of a battalion. Transfer of officers between battalions of the same brigade may be requested by the officer concerned, the gaining or losing battalion commander, or the brigade commander but in any case must be approved by the brigade commander. The transfer of officers between units of different brigades or separate battalions should be initiated by the officer concerned, *the gaining or losing Brigade commander, and must be approved by the gaining and losing Brigade commanders.*

**b. Transfer of Officers with Property Book Responsibility.** Requests for transfer of officers with property book responsibility will be accompanied by a request for transfer of the property account to a successor property book officer. See sample request for transfer of property book account. Section II, SCSGR 710-10, applies.

**c. Requests.** Requests for officer *and warrant officer* transfers will be submitted on SCSG Form 4 (Request for Officer Personnel Actions), through channels, to Headquarters, South Carolina State Guard. If approved, Headquarters SCSG will publish transfer orders.

**5-3. SOUTH CAROLINA STATE GUARD RESERVES.**

**a. Officers transferred to the South Carolina State Guard Inactive Reserve (SCSGIR) will be attached to Headquarters SCSG for administration and will be accounted for on a Reserve Roster maintained by Headquarters SCSG. Individual officer records will remain in Reserve file until final determination as outlined in Paragraph 5-3(b).**

b. Tenure of SCSGIR Assignment. Assignment to the SC State Guard Inactive Reserve shall normally be limited to a period of one (1) year at which time the officer will be discharged unless individual requests to return to active status or requests to remain in the SC State Guard Inactive Reserve because of extenuating circumstances.

c. Requests. Requests for transfer to the SCSGIR will be submitted, through channels, on SCSG Form 4 (Request for Officer Personnel Actions) to Headquarters, South Carolina State Guard. If the request is approved, Headquarters, South Carolina State Guard, will publish transfer orders.

***d. Officers appointed to the South Carolina State Guard Active Reserve (SCSGAR) will be attached to their respective Brigade Headquarters for administration and will be accounted for on the Brigade roster. The SCSGAR shall number no more than twenty percent (20 %) of the total number of personnel assigned to a Brigade. Time spent in the SCSGAR does not count towards the time in grade requirement for promotion.***

#### **5-4. DISCHARGE AND RETIREMENT**

a. Discharge. The discharge of officers ***and warrant officers*** from the South Carolina State Guard is covered in Chapter 10 of this regulation.

b. Retirement. Upon their request, officers meeting the following criteria may be retired from the South Carolina State Guard in the highest grade held. Such retirement does not entail entitlements nor does it place any obligation on the State. Retirees are transferred to the South Carolina State Guard Retired Reserve List. ***Individuals may be brought back to active status only at the discretion of the Commander, SCSG.***

(1) Individuals aged 55 or more with a minimum of ten years honorable and dedicated service in the State Guard.

(2) Individuals aged 55 or more who have retired from Federal service (active or reserve component) and who have a minimum of five years honorable and dedicated service in the State Guard.

(3) Individuals under age 55 with twenty or more years of honorable and dedicated service in the State Guard, provided no more than five of those years are in the SCSGAR.

(4) Individuals who have reached their 76<sup>th</sup> birthday and who have a minimum of five years honorable and dedicated service in the State Guard **must** retire unless continued on active service by the Adjutant General.

(5) Individuals on active duty on 1 November 2003 who have reached or passed their 74<sup>th</sup> birthday may continue on active service for a **maximum** of three additional years.

## CHAPTER 6

ENLISTED PERSONNEL  
ENLISTMENT, EXTENSION OF ENLISTMENT, AND REENLISTMENT

**6-1. PERIOD OF ENLISTMENT.** Each enlistment will be for a period of three (3) years, with no exception. Such enlistment may be extended for additional periods of three (3) years each upon the consent of the State Guard and the enlisted person. Upon *expiration term of service (ETS)*, unless that individual has taken action to extend his/her enlistment, that individual will be discharged from the State Guard.

**6-2. GRADES.** Original enlistment will be in grade E-1 (*PVT*) with the following exceptions:

a. A former member of a SCSG unit may reenlist for his/her own vacancy within 90 days of last discharge from SCSG, in the grade held when discharged *unless the position is filled earlier*.

b. Former enlisted personnel of any branch of the Armed Forces may be enlisted in the grade held at the time of discharge *or one grade higher provided:*

*(1) Discharge was under honorable conditions.*

*(2) A vacancy exists in the unit in which he/she is enlisting.*

c. Applicants having at least four months honorable service in any component of the Armed Forces may be enlisted in grade E-2 (*PV2*) if not qualified for a higher grade.

d. Graduates of an accredited Junior ROTC program may be enlisted in grade E-3 (*PFC*) if not qualified for a higher grade.

e. Applicants who have completed a Basic (two-year or equivalent university/college level) Senior ROTC program, Civil Air Patrol training, Coast Guard Auxiliary training, or Fire Academy training may be enlisted in grade E-4 (*CPL*) if not qualified for a higher grade.

f. Graduates of the Basic Law Enforcement Officer Course of the South Carolina Criminal Justice Academy may enlist in the grade E-4 (*CPL*) if not qualified for a higher grade by experience, age, and training or prior military service.

g. Applicants who have completed an Advanced (four year or equivalent university/college level) Senior ROTC program may be enlisted in grade E-5 (*SGT*) if not qualified for a higher grade.

h. Honorably discharged former officers and warrant officers of any component of the U.S. Armed Forces and/or National Guard who desire to enlist rather than apply for commissioned status will submit a request for grade determination, through channels, to the Commander, South Carolina State Guard. Such requests will be in letter form and will be accompanied by a photocopy or the applicant's most recent DD 214/NGB22.

i. Any applicant seeking initial enlistment at a higher grade than those specified above must submit on SCSG Form 11 (Request for Grade Determination), a request for exception and grade determination, through channels, to the **Commander**, South Carolina State Guard, requesting a waiver and specifying the conditions justifying special consideration. The justification need not be elaborate, but should state brief facts in terms of education, work experience, technical qualifications etc. The unit commander concerned will endorse and personally sign all such applications.

j. *Individuals awaiting grade determination will be enlisted and their oath executed at the highest grade for which they are qualified as specified in para. 6-2, a through g above. After the grade determination has been processed through channels, the rank of the individual will be advanced according to the final determination with the effective date of rank being the date of the individual's initial enlistment. A copy of the grade determination form will be returned through channels to the individual's unit and will serve as the official record of advanced rank.*

### 6-3. QUALIFICATIONS.

a. Age. Minimum age for enlistment is 17 with written consent of parent or legal guardian SCSG Form 20a (Parent/Guardian Consent Form). If an applicant has no parent or guardian, a statement to that effect will be entered in the remark section of the Enlistment Record and he/she may enlist. Applicants who are 18 years of age may enlist without parental consent. **The maximum age for enlistment is 70.**

b. Citizenship. Applicant must be *a citizen of the United States or have formally declared intention to seek citizenship in the United States.*

c. **Medical. Each applicant will certify his/her fitness to perform the duties of the position for which he/she is applying.**

**6-4. INELIGIBLE CLASSES.** The following classes of personnel are ineligible to enlist or reenlist. Waivers will not be considered.

- a. Convicted felons.
- b. Applicants against whom criminal charges are pending, or who are on parole or under any other form of civil restraint.
- c. Persons with a known history of mental illness, drug abuse, or alcoholism.
- d. Persons last separated from any military organization with other than *a general or* honorable discharge.
- e. Persons unwilling to execute the oath specified in Section 25-3-60, Code of Laws, SC, 1976.

f. Applicants whose enlistment would be clearly inconsistent with the interest of either the individual or the South Carolina State Guard.

g. Members of any active or reserve component of the U.S. Armed Forces.

**6-5. ENLISTMENT OF OVERSTRENGTH PERSONNEL.** Where the need exists for selected personnel in excess of the authorized or existing manning documents or an opportunity exists to recruit or enlist a well-qualified individual for whom there is no appropriate space, a waiver may be granted by Headquarters SCSG. All requests for waivers will be considered on a case-by-case basis. Waivers concerning enlisted personnel must be approved prior to enlistment. **IN ALL CASES, THE PROCEDURE MUST BE EXPLAINED TO THE APPLICANT.**

#### **6-6. ADMINISTRATIVE PROCEDURES.**

a. Upon initial enlistment the following forms, provided by the gaining unit, will be completed by the enlistee.

(1) SCSG Form 20/66(8 May 02) Record of Basic Data.

(2) SCSG Form 20-2 (1Jun89) Enlisted Oath and Record of Service (Replaces Oath on front of Form 1 and back of old Form 20). The oath of enlistment may be administered by any Commissioned Officer *or Warrant Officer (CW2) or higher* in the SCSG. In the case of requests for grade determination, the oath will be executed in the grade the individual would normally qualify for if no Request for Grade Determination had been requested. The approved Request for Grade Determination will constitute the authority to assume the higher grade (see para. 6-2j, above).

(3) SCSG Form 41 (Request for Issue).

(4) SCSG Form 428 (ID Card Request).

(5) SCSG Form 20A (Parental/Guardian Consent Form), if applicable.

b. Upon initial enlistment all enlistees must provide documentation concerning civilian police, security, medical, communication, or disaster preparedness training related to the State Guard mission. This includes certificates of completion of home study courses offered by the Federal Emergency Management Agency (FEMA).

c. Upon initial enlistment all enlistees except grade of E-1 *must provide* documentary proof of civilian education. As a minimum this means either a transcript or diploma of the highest level of education completed. If the applicant is unable to submit documentary proof of educational high school level or above, this Headquarters will consider acceptance of secondary level of proof, such as on DD-214 relating to education level completed. This Headquarters *requires* proof of completion of all schools and courses claimed, but proof of the highest level of courses completed will suffice.

d. Upon initial enlistment prior service individuals must provide:

(1) DD 214 and/or a copy of NGB 22 or similar official record of service, discharge and character of service. If individual does not have a copy of the required document, assistance may be given in either obtaining SCARNG records through Headquarters, SCSG, or completion of SF180 to request copies of military records. An individual may be enlisted conditionally, for a period of 6 months, upon completion of SF 180. A copy of completed SF 180 must be furnished with the enlistment packet.

(2) Documentary proof of military education (DD 214/NGB22 or certificates of completion, diplomas, etc.).

(3) The SC State Guard is required by state law (Section 25-3-40, Code of Laws of the State of South Carolina, 1976, as amended 1982) to ascertain the character of previous service in the Armed Forces of an applicant for the State Guard. **Therefore, the requirement for DD 214/ NGB 22, or comparable documents cannot be waived.**

e. When the individual is unable to provide copies of certificates, diplomas, or transcripts required as proof, because of circumstances beyond his/her control, he/she should write a brief explanation, requesting that secondary or circumstantial proof be accepted.

f. A copy of all forms will be retained in the field 201 file of the individual concerned and will be maintained by the unit. (See Paragraph 12-6). **The original copies of SCSG Forms 20/66, 41, 428, and 20-3, the Parental Consent Form (if required), copies of the applicant's DD 214/NGB 22, and any other supporting documents will be forwarded through channels to the Recruiting and Retention Detachment for review and processing. Applications approved by the Recruiting and Retention Detachment will be forwarded to HQ, SCSG, for final processing. No action will be taken by HQ, SCSG, on applications which have not been routed through the Recruiting and Retention Detachment.**

g. Preparation of Forms and Enlistment Packet:

(1) All entries except signatures on application documents will be typewritten or printed in black ink.

(2) All signatures will be in black ink.

(3) *Dates will be entered using the military date system, which consists of: the day, in numerals; the abbreviation for the name of the month; and the last two digits of the year. For example, the Fourth of July 1992 will be written: 4 Jul 92.*

(4) *If the applicant does not know his/her blood type, the word "unknown" will be entered in block 13 of SCSG Form 428 and block 19 of SCSG Form 20/66.*

**6-7. EXTENSION OF ENLISTMENT.**

a. Extension of Enlistment (SCSG Form 20-3) **MUST BE** executed *at any time within 120 days prior to* the ETS date, submitted through intermediate headquarters to *the Recruiting and Retention Detachment. After review, the Recruiting and Retention Detachment will forward the extension to HQ, SCSG, so as to ARRIVE NLT 30 days PRIOR to the current ETS. If the extension is not received by HQ, SCSG, at least 30 days prior to the individual's ETS the extension is subject to REJECTION by HQ, SCSG.* Extensions may be rejected if the 201 file is not complete and actions previously requested have not been completed. Each extension will be for a three (3) year period with the date of extension of enlistment beginning the day following current ETS, so that there is no break in service. No discharge orders will be issued if an enlistment is extended. *There is no limitation on the number of times an individual may extend his/her enlistment.*

b. Current SCSG Form 20/66 (8 May 02) **WILL** accompany each extension of enlistment.

**6-8. REENLISTMENT.**

a. A former member of a SCSG unit may re-enlist for his/her own vacancy within 90 days of last discharge from SCSG, in the grade held when discharged *unless the position is filled earlier.*

b. A current SCSG Form 20/66 and SCSG Form 20-2 **WILL** accompany each reenlistment under this provision.

c. *All reenlistments will be routed through the Recruiting and Retention Detachment.*

## CHAPTER 7

## PROMOTION OF ENLISTED PERSONNEL

**7-1. AUTHORITY TO PROMOTE.** If Brigade Commanders delegate the authority, Battalion Commanders are authorized to promote enlisted personnel assigned to their companies and battalions to grades through Staff Sergeant (E-6) and may delegate promotion authority through E-4 to company Commanders. Authority to promote to Sergeant First Class (E-7) and Master Sergeant (E-8) is reserved for Brigade Commanders. Authority to promote to Sergeant Major and appoint to Command Sergeant Major (E-9) is retained by and will be accomplished only by Headquarters, South Carolina State Guard, in accordance with the criteria set forth in paragraph 7-5, below.

**7-2. ELIGIBILITY FOR PROMOTION.**

a. To be eligible for selection for promotion, an enlisted person must:

(1) Be in an active status and a unit vacancy must exist.

(2) Meet the prescribed minimum military educational requirements as outlined in paragraph 7-2b and the minimum time-in-grade requirements contained in paragraph 7-2c, below, *or*, have previously held the higher grade in the Armed Forces, either Regular or Reserve Components.

(3) Possess the requisite qualities of leadership and integrity essential to be a leader in the South Carolina State Guard.

b. Educational Requirements

(1) A new enlistee without prior military service must complete the Basic Training Course.

(2) Prior to promotion to the grade of Sergeant (E-5) or any higher grade, an individual without prior military service *or completion of Junior ROTC*, must have completed the Basic Non-commissioned Officer Course.

(3) Prior to promotion to the grade of Staff Sergeant (E-6) or any higher grade, an individual must complete the SCSG Basic Non-Commissioned Officer Training Course (NCOTC), if not a graduate of a comparable active duty or reserve component training course, and provide documentation of a high school diploma or higher educational achievement.

(4) Prior to promotion to the grade of Sergeant First Class (E-7) or higher grade, an individual must have completed the Advanced Non-Commissioned Officer Training Course (NCOTC), if not a graduate of a comparable active duty or reserve component training course, and provide documentation of a high school diploma or higher educational achievement.



c. Time-in-Grade. Minimum time-in-grade for the promotion of enlisted personnel of the South Carolina State Guard is as follows:

- (1) From Private (E-1) to Private (E-2), four months.
- (2) From Private (E-2) to Private First Class (E-3), six months.
- (3) From Private First Class (E-3), or higher grade, to the next higher grade, one year.

d. Waivers: Waivers for time-in-grade and education may be granted by the **SCSG Commander** only, upon recommendation of all commanders in the chain-of-command. ***Such waivers will be granted only once in an individual's enlisted career.***

**7-3. NOMINATION FOR PROMOTION.** SCSG Form 17 (7 Jun 03) Enlisted Personnel Action Request will be used to request promotion of all enlisted personnel and it will be forwarded through channels to the appropriate headquarters.

**7-4. PROMOTION ORDERS.** Promotion of enlisted personnel to all grades, except Sergeant Major and Command Sergeant Major, will be announced on orders published by the appropriate commander. SCSG Form 5 (Orders for Enlisted Personnel Actions) will be used. Originals of all Promotion Orders will be forwarded to Headquarters, South Carolina State Guard, through channels, with copies for the intermediate headquarters.

**7.5. EFFECTIVE DATE.** The effective date of the promotion is the date specified in the Promotion Order. ***Retroactive promotions are not authorized. Enlisted promotions will not be recognized until the originals of the Promotion Orders are received at Headquarters, South Carolina State Guard.***

**7.6. APPOINTMENT TO COMMAND SERGEANT MAJOR.**

a. Appointment Policy. A Command Sergeant Major has a great impact on the efficiency and effectiveness of the units of the South Carolina State Guard. The individual selected to be the Command Sergeant Major should be the most highly qualified and knowledgeable Senior Noncommissioned Officer of the unit as well as an individual in whom the unit commander reposes absolute trust and confidence. Brigade and Battalion Commanders are encouraged to nominate only those individuals who meet these criteria.

b. Nomination of Individuals. The nomination for ***appointment*** as ***Command Sergeant Major*** will be submitted on SCSG Form 17 (Enlisted Personnel Action Request) through channels to Headquarters, South Carolina State Guard, by the Brigade or Battalion Commander concerned, with his comments and recommendations for the ***appointment*** of the applicant. Records of prior military service and evidence of other achievements must be attached to the application.

c. Criteria for Selection. To be considered for selection, the applicant must meet the following minimum criteria.

(1) Not less than ten (10) years total military service.

(2) Not less than two (2) years' satisfactory performance of duty in the grade of Master Sergeant or a higher grade.

(3) Not less than six (6) months satisfactory performance of duty in the Command Sergeant Major position vacancy.

d. Appointment Orders. The ***Commander, SCSG*** will approve all nominations for appointment, and, after final selection, the nominee will be appointed on orders published by Headquarters, South Carolina State Guard.

**CHAPTER 8****REDUCTION OF ENLISTED PERSONNEL**

**8-1. AUTHORITY.** Authority to approve reductions in grade for enlisted rests with the Commander, South Carolina State Guard.

**8-2. VOLUNTARY REDUCTION.** Enlisted individual may request voluntary reduction in grade to accept assignment to a Table of Organization position vacancy of a lesser grade.

*8-3. REQUESTS. Requests for voluntary reduction will be prepared in letter form and forwarded through channels to Headquarters, South Carolina State Guard. Each commander concerned will endorse the request.*

**8-4. REDUCTION ORDERS.** If reduction is approved, orders will be published by Headquarters, South Carolina State Guard.

**CHAPTER 9*****ENLISTED TRANSFERS, REASSIGNMENTS, DISCHARGE AND RETIREMENT***

**9-1. AUTHORITY TO TRANSFER.** The transfer of enlisted personnel between units of the South Carolina State Guard will be effected by the commander of the lowest headquarters common to both units involved. The Battalion Commander has the authority to transfer enlisted members between companies of the battalion; Brigade Commander between battalions of the same brigade ; and Headquarters, South Carolina State Guard, will transfer enlisted personnel between separate units and units assigned to different brigades.

**9-2. APPLICATION FOR TRANSFER.** An application for transfer may originate from the enlisted member through the gaining or losing unit commander and must have the approval of both unit commanders as well as those of the major commands concerned. The transfer between units, not within the same major command, requires the approval of both major command commanders concerned. Requests for transfer will be made on SCSG Form 17 (Enlisted Personnel Action Request).

**9-3. TRANSFER ORDERS.** Brigade Commanders and Battalion Commanders will utilize SCSG Form 5 (Orders for Enlisted Personnel) to transfer enlisted members between units within their brigade or battalion. Copies of all transfer orders will be forwarded, thru the chain of command, to the next higher headquarters and originals to Headquarters, South Carolina State Guard.

**9-4. DISPOSITION OF RECORDS.** The losing unit will audit the individual's personnel records for accuracy and completeness; post them up-to-date; and forward them to the gaining unit without delay.

**9-5. DISPOSITION OF INDIVIDUAL CLOTHING.** If the enlisted member being transferred has been issued state-owned uniform items, they will accompany the individual and will be transferred from the property book account of the losing unit to the property book account of the gaining unit in accordance with SCSG Regulation 710-1.

**9-6. REASSIGNMENTS.** The reassignment of enlisted persons within a unit to fill existing Table of Organization vacancies is the prerogative of the unit commander and does not require the publication of orders. However, in no case will an individual be assigned to a vacancy for which the authorized grade is lower than his/her current grade, i.e., a sergeant to a corporal vacancy. The original copy of all such reassignments will be forwarded to HQ, SCSG, for inclusion in the individual's Permanent 201 File and so that the roster may be updated.

**9-7. SOUTH CAROLINA STATE GUARD RESERVES.**

a. Procedures. Unit commanders may request transfer of assigned enlisted personnel to the South Carolina State Guard Inactive Reserve (SCSGIR). This is normally done when an enlisted person can no longer effectively function in his/her assignment; to facilitate the reassignment or promotion of another individual; or for other plausible reasons. Enlisted personnel transferred to the SCSGIR will be attached to Headquarters, SCSG for administration and will be accounted

for on a Reserve Roster and maintained by Headquarters, SCSG. The individual's records will be maintained in the Reserve file until final determination, as outlined in Paragraph 9-7b.

b. Tenure of SCSGIR Assignment. Assignment to the SCSGIR shall normally be limited to the individual's term of enlistment at which time the individual will be discharged for Expiration of Term of Service (ETS) *unless* the individual is reactivated into a recognized vacant position.

c. Requests. Requests for transfer to the SCSGIR will be submitted, through channels, on SCSG Form 17. Orders for enlisted personnel are processed at Headquarters SCSG.

d. *Personnel enlisted into the South Carolina State Guard Active Reserve (SCSGAR) will be attached to their respective Brigade Headquarters for administration and will be accounted for on the Brigade roster. The SCSGAR shall number no more than twenty percent (20 %) of the total number of personnel assigned to a Brigade. Time spent in the SCSGAR does not count towards the time in grade requirement for promotion.*

## 9-8. DISCHARGES AND RETIREMENTS.

a. Discharge. The discharge of enlisted personnel from the South Carolina State Guard is covered in Chapter 10 of this regulation.

b. Retirement. Upon their request, enlisted personnel meeting the following criteria may be retired from the South Carolina State Guard at the expiration of their term of service (ETS) in the highest grade held. Such retirement does not entail entitlements nor does it place any obligation on the State. Retirees are transferred to the South Carolina State Guard Retired Reserve:

(1) Individuals aged 55 or more with a minimum of ten years honorable and dedicated service in the State Guard.

(2) Individuals aged 55 or more who have retired from Federal Service (active or reserve component) and who have a minimum of five years honorable and dedicated service in the State Guard.

(3) Individuals under age 55 with twenty or more years of honorable and dedicated service in the State Guard, provided no more than five of these years are in the SCSGAR.

(4) Individuals who have reached their 76<sup>th</sup> birthday and who have a minimum of five years honorable and active service in the State Guard must retire unless continued on active service by the Adjutant General.

(5) Individuals on active duty on 1 November 2003 who have reached or passed their 74<sup>th</sup> birthday may continue on active service for a maximum of three additional years.

(6) *Once retired, individuals may be brought back to active status only at the discretion of the Commander, SCSG.*

## CHAPTER 10

### DISCHARGES

**10-1. STATUTORY AUTHORITY.** This section provides for standard types of discharge certificates indicating discharge from the South Carolina State Guard in order to comply with Section 25-3-210, Code of Laws of South Carolina 1976, which reads as follows: "The Governor may accept the resignation of any officer or grant a discharge to any enlisted *member* at any time in his/her discretion."

#### **10-2. CLASSES OF DISCHARGES.**

a. **Honorable Discharge.** A form of discharge given under honorable conditions to a member of the South Carolina State Guard whose service has been honest and faithful.

b. **General Discharge.** A form of discharge given under honorable conditions to a member of the South Carolina State Guard whose service has been satisfactory but does not qualify for an honorable discharge.

c. **Administrative Discharge.** A form of discharge given an officer of the South Carolina State Guard as a result of ineffectiveness or inefficiency as determined by his/her unit commander, reviewed by the Staff Judge Advocate and approved by the Adjutant General of South Carolina.

d. **Undesirable Discharge.** A form of discharge given to a member of the South Carolina State Guard under conditions other than honorable, to include proven falsification of records, fraud that has been proven but without court martial proceedings, or upon conviction by a general court-martial or special court-martial, usually for misconduct, fraud, or undesirable habits.

e. **Dishonorable Discharge.** A formal release from the South Carolina State Guard without honor. It can be given a member only upon conviction by a general court-martial or a special court-martial.

#### **10-3. REASON FOR DISCHARGE OR SEPARATION.**

a. **Resignation.** The South Carolina State Guard is a voluntary organization and any officer or enlisted member may request discharge at any time. The request will normally be honored unless the member has charges pending against him/her or has property responsibility. Normally, an honorable discharge certificate will be issued. At the discretion of the *Commander*, SCSG, individuals so discharged may be retained in a Reserve Pool in case their services are needed by the South Carolina State Guard under the provisions of Section 25-1-1890, Code of Laws of South Carolina, 1976.

b. **Change of Residence.** An individual may be discharged when he/she changes his/her residence to a location too distant from his/her unit to attend scheduled assemblies or participate in unit activities and another South Carolina State Guard unit is not available to transfer to. An honorable discharge certificate will usually be issued.

c. Incompatible Occupation. An individual may be discharged due to incompatible occupation when it is determined that his/her service in the South Carolina State Guard sufficiently interferes with his/her civilian occupation. Normally an honorable discharge certificate will be issued.

d. Age. Individuals who have reached their 76<sup>th</sup> birthday but who do not have a minimum of five years active service in the State Guard and who do not qualify for retirement must be discharged unless continued on active service by the Adjutant General. Individuals on active duty on 1 November 2003 who have reached or passed their 74<sup>th</sup> birthday may continue on active service for a maximum of three additional years. An individual discharged under this paragraph will receive an honorable discharge certificate.

e. Physical Disability. If an individual is found to be physically disqualified to perform the duties of the position to which assigned, he/she may be discharged. An individual discharged under this paragraph will receive an honorable discharge certificate.

f. Unfitness. An individual may be discharged for unfitness due to frequent incidents of discreditable nature with civil or military authorities, sexual perversion, drug addiction, an established pattern for shirking, an established pattern for showing dishonorable failure to pay just debts, or an established pattern showing dishonorable failure to contribute adequate support to dependents. An individual discharged under this paragraph will be issued an undesirable discharge except that an honorable or general discharge may be issued if warranted by the particular circumstances in a given case, or if the individual has been awarded a personal decoration.

g. Fraudulent Entry. An individual will be separated from the SCSG for fraudulent entry due to concealment or falsification of record of prior service; concealment of true citizenship status; concealment of conviction by a civil court; concealment of a record as a juvenile offender or concealment of other disqualifications. **In such cases the individual will be separated by a Permanent Order. No discharge will be issued in such cases.**

h. Minority. An enlisted individual will be released from the South Carolina State Guard due to minority if at the time it is determined that he/she had enlisted as a minor and he/she is still under the currently authorized enlistment age. A discharge certificate will not be issued. A letter from Headquarters SCSG stating that he/she is separated due to minority will terminate the individual's service. If it is discovered that an individual had enlisted as a minor but is currently of age, the member may be retained if his/her service is satisfactory, or he/she may be discharged. An honorable or general discharge will be issued.

i. Conviction by Civil Courts. An individual will be discharged upon conviction by civil courts of offenses involving moral turpitude or an offense for which the maximum penalty is death or confinement in excess of one (1) year. Retention of individuals convicted by civil court for offenses, other than felonies, will be at the discretion of the Adjutant General of South Carolina. An individual discharged under this paragraph will be issued an undesirable discharge except that an honorable or general discharge may be issued if the individual being discharged has been awarded a personal decoration or if warranted by particular circumstances.

j. Continued Absence from Military Duty. An individual may be discharged due to *three (3) consecutive* absences from military duty provided no valid reason exists for his/her absence. An honorable or general discharge will be issued.

k. Death. No discharge certificate is authorized or required in the event of death. Member's death will be recognized in a Permanent Order issued by the Headquarters, SCSG. The commander of the deceased will provide a draft to be included in the Permanent Order.

l. Sentence of a court-martial. An individual may be discharged upon the approved sentence of a General or Special court-martial. The Adjutant General of South Carolina will specify the type of discharge if the Court does not specify the type of discharge.

m. Failure to Carry Out Oath. An individual who fails in fulfillment of his/her oath as a member of the South Carolina State Guard or who interferes with others in this regard may be discharged. This type of discharge will be determined by the Adjutant General of South Carolina.

n. Expiration of Term of Service (ETS). An enlisted individual will be discharged at the completion of the period of time for which he/she enlisted, unless that individual extends his/her enlistment or re-enlists without a break in service. Normally an honorable discharge certificate will be issued.

o. Any Other Reason. An individual may be discharged for any other reason cited in the Military Code of South Carolina and not previously mentioned. The type of discharge will be determined by the Adjutant General of South Carolina.

**10-4. INDIVIDUALS WITH PROPERTY RESPONSIBILITY.** Officers or Warrant Officers assigned as Property Book Officers having State property issued to them will not be discharged until a property settlement has been effected by an authorized representative of Headquarters, SCSG. *Enlisted members who have been issued SCSG uniforms and who have served less than 18 months may not be discharged until uniform items and equipment have been turned in to the proper authority and the property book is cleared.*

#### **10-5. AUTHORITY TO DISCHARGE.**

a. Enlisted Members. Commanders having authority to enlist and promote are also delegated authority to *request* discharge of enlisted personnel, subject to approval by Headquarters, South Carolina State Guard, and under the authority of the Governor contained in Section 25-3-210, Code of Laws of South Carolina, 1976. An appropriate discharge certificate will be issued to the individual. SCSG Form 17 (Request for Enlisted Personnel Action) will be utilized for this purpose. The discharged member's unit of assignment will complete the final endorsement on the SCSG Form 20-2 (Enlisted Oath and Record of Service) and forward it, together with his/her individual personnel (Field 201) file to Headquarters, South Carolina State Guard.



b. Officers. The authority to discharge officers of the South Carolina State Guard rests with the Adjutant General acting for the Governor of South Carolina. Recommendations for discharge of officers will be submitted by the commander concerned, on SCSG Form 4 (Request for Officer Personnel Actions), through channels, to Headquarters, South Carolina State Guard. If approved, discharge orders will be published and an appropriate discharge certificate will be issued to the officer. Upon receipt of orders discharging an officer from the South Carolina State Guard, the officer's unit of assignment will update his/her personnel records, and forward the personnel file to Headquarters, South Carolina State Guard.

c. An order discharging an individual will not be issued until all SCSG property has been turned in and the member's SCSG ID Card has been turned in or accounted for.

## CHAPTER 11

## PERSONNEL SERVICES

## 11-1. IDENTIFICATION CARDS.

a. Sources. South Carolina State Guard Identification Card Applications (*SCSG Form 428*) are available for issue from Headquarters, South Carolina State Guard, upon request of SCSG Brigade Commanders.

b. Persons Eligible for Identification Cards. All active members of the South Carolina State Guard are eligible for Identification Cards. Upon their request, members of the South Carolina State Guard Retired Reserve (SCSGRR) may be issued ID Cards showing their retired status, with an INDEF expiration date. Members assigned to the South Carolina State Guard Inactive Reserve (SCSGIR) for an indeterminate period will turn in their ID Cards, which will be retained in the 201 File until expiration. Members of the SCSGIR who continue to assist with training or in any other way may be permitted to retain their ID Cards.

c. Requesting and Issue Procedures. Brigade Commanders may request issue of a sufficient number of Identification Cards to meet current needs of the Brigade . Each Brigade Commander will appoint one officer per Battalion and for Brigade headquarters to issue Identification Cards within that Brigade. The responsible officer will devise and implement procedures to discharge these responsibilities *in accordance with* the provisions of this regulation.

(1) At the time of request for replacement issue of blank ID Cards, the responsible officer will provide to Headquarters, SC State Guard, *all old and expired ID Cards turned in for replacement, and a list of all cards issued by number, name, SCSG ID number, unit, date of issue and date of expiration.*

(2) All requests for issue of SCSG ID Cards will be on DA Form 428. Form will be completed per sample at APPENDIX XIII, and all signature blocks will be completed. Original will be sent to Headquarters, SCSG, for inclusion in the individual personnel file. Responsible officer at Brigade level will retain a copy.

(3) The responsible officer will sign all ID Cards issued within his/her Brigade , insure that the proper photograph is mounted on the card, that the photograph meets the standards of appearance cited below, and that the ID Card is laminated prior to issue.

(4) ID Cards issued to officers will be for an indefinite period and will be marked "INDEF" in the space for expiration date, because officer appointments are at the pleasure of the Governor. ID Cards are issued to enlisted members for a maximum three-year period (the maximum enlistment allowed by State law) and the ETS will be entered in the space for expiration date.

(5) New cards will be issued only for the following reasons:

(a) Expiration of the period for which issued a reenlistment or SCSG Form 20-3 (Extension of Enlistment).

(b) Loss or destruction of the card.

(c) Upon change of status i.e. enlisted member to officer/warrant officer.

(d) Identification Cards **may be** reissued to officers upon promotion.

(e) Identification Cards **may be** reissued to enlisted personnel after their third promotion, except in the case of individuals promoted to Sergeant (E-5) through Sergeant Major (E-9) or appointed to the position of Command Sergeant Major. Individuals promoted to the grades of E-5 through E-9 or appointed as a CSM **may be** issued a new ID card upon their promotion or appointment.

d. Restrictions. South Carolina State Guard Identification Cards will not be reissued in the following case: an ID Card will not be reissued until the expired card is returned to the issuing unit. All ID Cards are fully accountable and if lost or destroyed an affidavit will be submitted to Headquarters, SCSG, fully explaining the circumstances of loss or destruction, at the time the replacement card is issued.

e. Disposition. When an individual is discharged from the South Carolina State Guard or is transferred indefinitely to the SCSGIR (see paragraph 11-3b, above), his/her ID Card will be forwarded to Headquarters, SCSG, together with the unit copy of the individual's personnel file. If the ID Card cannot be recovered, the requesting commander will place a statement in the file certifying the reason for non-recovery.

f. Standards of Appearance for ID Card Photographs. Individuals presenting themselves for photographing must meet the standards of appearance required for the State Military Forces; otherwise, no photographs will be taken and ID Cards will not be processed until the individual does meet those standards. ***Individuals who refuse to meet those standards must be discharged from the State Guard.***

(1) All male personnel must:

(a) Have hair neatly groomed, with a tapered appearance. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance. When combed, it will not fall over the ears or eyebrows or touch the collar, except for the closely cut hair at the back of the neck. Any sideburns will be neatly trimmed and not flared. Sideburns will not extend downward beyond the lowest part of the exterior ear opening.

(b) The face will be clean-shaven, except that mustaches are permitted. If a mustache is worn, it will be kept neatly trimmed, tapered, and tidy and will not present a chopped off appearance. No portion of the mustache will cover the upper lip line or extend horizontally below the corner points of the mouth where the upper and lower lips join. Handlebar mustaches, goatees, and beards are not authorized.

(c) *Exceptions to appearance standards based on religious grounds for wear of beards, unshorn hair, turbans, and bracelets will not be granted.* Requests for any other exceptions may be submitted through channels to Headquarters SCSG.

(2) All female personnel must:

(a) Have hair neatly groomed that will not present an extreme, ragged, or unkempt appearance. The bulk or length of hair will not interfere with the wearing of Army headgear and will not touch the uniform collar.

(b) *Exceptions to appearance standards based on religious grounds for wearing of unshorn hair; headdress or bracelets will not be granted.* Requests for any other exceptions maybe submitted through channels to this Headquarters.

## 11-2. COMPLAINTS AND REQUESTS FOR ASSISTANCE.

a. Command Responsibility. The processing of complaints, grievances and requests for assistance is a command responsibility and should be resolved by the next higher headquarters where possible.

b. Inspectors General. Inspectors General are assigned at Headquarters, SCSG, and the Office of the Adjutant General. All members of the SCSG **should** be advised of their right to contact the Inspector General at Headquarters, SCSG, or the Office of the Adjutant General for assistance.

c. Code of Conduct. Each commander is responsible for the maintenance of good order in his/her command. Persons having knowledge of violations of law or regulations committed by individuals while acting as members of the South Carolina State Guard should report such conduct to the commander concerned. Serious offenses should be reported to Headquarters, SCSG, and a determination will be made as to what action is required.

## CHAPTER 12

## ADMINISTRATIVE PROCEDURES

**12-1. ROSTERS.** Headquarters, SCSG, will periodically prepare a roster for each brigade, by TDA position, indicating name of incumbent, actual rank, work and home telephone numbers, and mailing address. These rosters are based on information maintained on computer and taken from the permanent copies of personnel (201) files maintained by Headquarters, South Carolina State Guard. These will serve as working rosters for all persons with a legitimate need for such information. Commanders are responsible for bringing errors to the attention of Headquarters and for furnishing changes in a timely manner.

**12-2. MILITARY ORDERS.**

a. Order Requirements. Orders are required for officer appointments, *officer and enlisted* reassignments, promotions, reductions, transfers, any official travel or training for which reimbursement may *or may not* be authorized, separations, and other significant actions.

b. Authority to Issue. *Company* Commanders are authorized to issue orders for enlisted personnel actions except transfers between different brigades and promotion to certain ranks, (depending on size of unit) and any travel for which reimbursement is not authorized. Headquarters, South Carolina State Guard, will issue orders for certain enlisted personnel actions and all officer personnel actions. The authority to issue Permanent Orders is not delegated below Headquarters, South Carolina State Guard.

c. Orders Format. Commanders will utilize SCSG Form 5 to issue orders for personnel changes in their respective company.

d. Numbering. Orders will be numbered consecutively for each calendar year, starting with number 1, followed by the number of the order issued on the same day, or 1-1. For example, if a company published one (1) order on 1 January, the number of that order would be 1-1. However, if no order were published until 6 February in a calendar year, then the number of that order would be 1-1. The next order, regardless of when it was published, would be numbered 2-1 and so forth. The second numeral in the number is the sequence number of the order published on the same date. If five (5) orders were published on the same date, and it was the third date on which orders had been published, the numbers would be: 3-1, 3-2, 3-3, 3-4, and 3-5. All orders numbers must contain two (2) numerals.

e. Effective Date. The effective date of an order will be the date specified in the order. Retroactive promotions are not authorized.

f. Restrictions on Issuing Orders. **Orders will not be issued** for the following (See paragraph 12-4, also):

- (1) Assumption of command.
- (2) Change of personal data i.e. change of name, social security or date of birth.
- (3) Appointing a board, committee, or council.
- (4) Establishing, dissolving or redesignating a fund.
- (5) Leaves of absence.
- (6) Announcing duty appointments or duty assignments.
- (7) Training instructions.
- (8) Enlistment of personnel.

g. Distribution. Distribution of orders will be as follows:

- (1) Individual concerned
- (2) Personnel File Folder
- (3) All higher headquarters- (Battalion and Brigade)
- (4) Unit orders file
- (5) Headquarters, South Carolina State Guard

***Promotions will not be considered effective until copies of promotion orders are received at Headquarters, South Carolina State Guard.***

### **12-3. CORRESPONDENCE.**

a. Definition. The term “correspondence” includes all forms of written communications between units or individuals of the South Carolina State Guard. However, for the purpose of this regulation, only the three principal forms of correspondence utilized in the South Carolina State Guard will be discussed. These are the Military Memorandum (formal and informal), and the Letter, with endorsements or comments to each.

b. Policy.

(1) To the maximum extent possible, the correspondence policies directed in AR 25-50, Preparing and Managing Correspondence, will be utilized within the State Guard.

(2) All correspondence, except that specifically excepted in this regulation or elsewhere in SCSG regulations, will be routed through the chain of command. The chain of command is as follows: Company to Battalion to Brigade to State Headquarters.

(3) A copy of all correspondence going outside of the SCSG will be forwarded to SCSG Headquarters. No one will correspond with any firm, organization or government agency in an official capacity without specific and prior approval of the ***Commander SCSG*** or his/her designated representative. Correspondence with individuals in reference to recruiting efforts is expected, as is correspondence with FEMA Emergency Management Institute (EMI); other agencies offering correspondence courses; county Emergency Preparedness Agencies; local law enforcement agencies, and employers of individuals ordered to voluntary emergency or training.

(4) Signatures on correspondence.

(a) At company level, only the signature block of the commander will appear on correspondence. Others, delegated authority by the commander, may sign above his/her name with "for" inserted before his/her name.

(b) At battalion level and higher, when correspondence is intended for signature by someone other than the commander, the command line "FOR THE COMMANDER" will be used, with the signature block of the individual authorized to sign "FOR THE COMMANDER."

c. Responsibilities. Commanders at all levels of command are responsible for compliance with this policy, as a precaution against improper, incorrect, and unauthorized correspondence going outside of the South Carolina State Guard.

d. Military Memorandum. There are two types of memorandums, formal and informal. Formal memorandums use white letterhead stationary for the first page and plain white paper for continuing pages. Informal memorandums will be typed or printed on plain white paper. Do NOT use letterhead, otherwise the format for formal and informal memorandums are the same.

(1) The formal military memorandum (Appendix XIV and XVI) may be used for correspondence between units of the South Carolina State Guard and other military services.

(2) The informal memorandum **will be** used for correspondence between units and/or individuals of the South Carolina State Guard ONLY. They will NOT be used for correspondence to any other State or U.S. Military Service or civilians or civil agencies or organizations. The informal memorandum will be used to announce all company actions for which orders or Permanent Orders are not authorized. Some examples are:

- (a) Assumption of Command.
- (b) Change of personal data, i.e. change of name, social security, or date of birth.
- (c) Appointing a board, committee, or council.
- (d) Establishing, dissolving, or redesignating a fund.
- (e) Announcing duty appointments or duty assignments such as Project Officer, or NCO, Safety Officer or NCO, Line of Duty Investigating Officer, etc.
- (f) Announcing command policies and procedures of temporary duration (otherwise use a Policy Memorandum).
- (g) Instructions for training exercise.

e. Military Letter (Appendix XV). Military letter will be used for correspondence between South Carolina State Guard units and civilians or civil agencies or organizations, such as documentation for employers when individuals are ordered to voluntary emergency duty, with their consent and without pay. The standard non-military format will be used for letters of this nature.

f. Authority to Publish. Commanders having the authority to publish orders are also authorized to publish memorandums and letters. See Appendix VI for an example of an Assumption of Command.

g. Distribution. Distribution of such memorandums, letters and DFs will be as follows:

(1) Individual and/or units concerned (if applicable)	Original
(2) Personnel file folder (if applicable)	1 Copy
(3) Unit file	1 Copy
(4) Next higher Headquarters (Bn and Bde)	1 Copy
(5) Headquarters, SC State Guard	1 Copy

h. Endorsements. The reply or forwarding comments to a memorandum may be made by an endorsement to the original. The endorsement may be placed on the original memorandum if sufficient space is available for the entire endorsement, including signature block. If sufficient space is **not** available, the endorsement will be prepared on a separate sheet. Appendix XIV contains an example of an endorsement to a military memorandum and will be used as a guide in preparing endorsements.

i. Enclosures. Enclosures are documents accompanying correspondence and may be an integral part of the correspondence required completing the communication or to keep the body of the communication as short and clear as possible. They may also be used to furnish additional information, to present details, to explain data, or to add generally to a better understanding of the subject. See Appendix XIV for an example of placement to the enclosure listing on a military memorandum.

j. Letters of Transmittal. Letters of transmittal for documents, reports and correspondence that are self-explanatory in nature are not required and are unnecessary. For instance, letters of transmittal are not necessary for Certificates of Completion for FEMA Courses, enlistment records, clothing requests, etc., as these documents contain the names of the individuals to which they apply. The routing and transmittal slip may be used for transmittals when some remark is required.

k. General Rules.

(1) Preparation. Military correspondence will be prepared on standard 8 ½ X 11” paper, or preprinted forms, and may be typewritten, printed, or written. If typewritten, a black ribbon will be used and black ink will be used for printed or written correspondence.



(2) Official letterheads will **not** have unit personnel designations (such as Brigade Commander, Sergeant Major, and Adjutant) printed on the letterhead. Special designation is reserved for the Adjutant General only as the Constitutional Officer in command of the Military Department and for the Commander of the State Guard.

(3) Number of Copies. Correspondence to which no reply is expected should reach the addressee in one (1) copy. Correspondence to which a reply is expected should reach the addressee in two (2) copies (original and one (1) copy).

(4) Using One (1) Side of Paper. Except when using prescribed forms or when reproducing material by reproduction machines, only one (1) side of a sheet of paper will be used for a communication or an enclosure.

(5) Quality of Writing. Military writing should be clear and concise. Short words, short sentences and short paragraphs should be used to the fullest and each communication should cover only one (1) subject.

(6) Mailing. In the interest of economy more than one (1) communication, addressed to the same headquarters, should be mailed in the same envelope.

(7) Suspense Date: When a reply to a written communication is required by a certain date ("Suspense Date"), that will be indicated by typing or writing the suspense date in the format "S: 15 JUL 92" flush with the right margin and two lines above the date of the correspondence. (See APPENDIX XIV for example.)

**12-4. OFFICIAL MAIL.** Postage stamps will be furnished each unit for the submission of reports to and correspondence with the SCSG Headquarters. Franked "OFFICIAL MAIL" envelopes will not be used except for envelopes and labels furnished by Federal agencies in conjunction with correspondence course training programs.

#### **12-5. AUTHORIZED ABBREVIATIONS.**

a. Policy. Abbreviations and brevity codes authorized by this regulation and AR 310-50, may be used in the preparation of military records, publications, correspondence, messages and in field work to include operations plans, orders, and reports within the South Carolina State Guard.

b. General Rules for Using Abbreviations. Abbreviations listed in Appendix XVII are furnished for reference and use by units of the South Carolina State Guard. Abbreviations will be used only when the meaning is clear. Normally, abbreviations of words are in lower case letters. Brevity codes (groups of words) are normally in capital letters. For example, the abbreviation for enlist is written "enl" while the abbreviation for South Carolina State Guard is written "SCSG". In general, the listed abbreviations and brevity codes may be used, without being changed, to signify any of the various derivations of the root word. (al, ally, ance, ed, er, ian, ies, illity, ing, ive, ment, etc.) See Appendix XVII for a listing of abbreviations and brevity codes authorized for use by the South Carolina State Guard.

**12-6. PERSONNEL FILE FOLDERS.**

a. Responsibility. The custodian of the personnel records for the member's unit of assignment will initiate and maintain a personnel file folder for each assigned or attached officer or enlisted person. Headquarters, South Carolina State Guard, will maintain the permanent (*official*) record personnel file folder for each member of the South Carolina State Guard. The maintenance of personnel file folders by Battalion and Brigade headquarters for members of subordinate units is optional.

b. Personnel File Folders. Personnel files will be maintained in plain manila folders. Personnel file folders will contain copies of all documents and records pertaining to the individual's South Carolina State Guard service. The following are examples of documents pertaining to an individual which would be placed in the personnel file folder:

- (1) Record of Basic Data (Off & Enl Pers)(SCSG Form 20/66)
- (2) Enlisted Oath & Record of Service (Enl Pers Only) (SCSG Form 20-2).
- (3) Officer Oath & Record of Service (Off Pers Only) (SCSG Form 66-2).
- (4) Extension of Enlistment (SCSG Form 20-3).
- (5) Consent of Parents or Guardian (Enl Pers Only) (SCSG Form 20A)
- (6) Requests for Officer Personnel Actions (SCSG Form 4)
- (7) Prior Military Service Documents
- (8) Proof of Civilian Education
- (9) Orders
- (10) Permanent Orders
- (11) Requests for Awards and/or Correspondence Courses
- (12) Certificate of Completion for Correspondence Courses
- (13) All letters and correspondence pertaining to the individual.

c. Disposition Upon Transfer or Attachment. Upon transfer or attachment of an individual from one company to another, the losing company personnel custodian will be responsible for posting all personnel records to date and forwarding the personnel file folder to the gaining company without delay.

d. Disposition Upon Discharge or Death. When a member of the South Carolina State Guard dies or is discharged, the unit personnel records custodian will update all personnel records (for enlisted personnel the final endorsement of SCSG Form 20-2 must be completed), and forward the personnel file folder to Headquarters, South Carolina State Guard.

**12-7. UNIT FILES.** All South Carolina State Guard units are required to maintain file copies of documents, records, and publications pertinent to the operation of the unit. Company files will normally be maintained in manila folders or three (3) ring binders and will be available for inspection by representatives from higher headquarters. The items listed below are considered the minimum files maintained by each unit or headquarters as indicated.

DESCRIPTION	MAINTAINED BY		
	CO	BN	BDE
Permanent Orders (Published by HQ, SCSG)	X	X	X
Orders (Published by HQ, SCSG)		X	X
Orders (Published by company)	X	X	X
SCSG Bulletins	X	X	X
SCSG Regulations	X	X	X
Directive Letters (From Higher HQS)	X	X	X
Directive Letters (Published by company)	X	X	X
Correspondence File	X	X	X
Training Program	X	X	X
Training Schools	X	X	X
Area Studies	X	X	X
Area Maps	X	X	X
Alert Plan	X	X	X
Standing Operating Procedures (SOP)	X	X	X
Operations Plans	X	X	X
State-Owned Property Records	X	X	X
Locally Acquired Property Records	X	X	X
Fund Records (if applicable)	X	X	X

**12-8. BLANK FORMS.** Blank forms necessary for the operation of South Carolina State Guard units are available from Headquarters, South Carolina State Guard, and will be furnished upon request to each Company, Battalion, or Brigade Commander. Blank forms will be furnished directly to the using company commander. Battalion and Brigade Commanders are not authorized to maintain stocks of blank forms for issue to subordinate units. In the interest of supply economy, company commanders are cautioned to request only quantities of forms that will be utilized in a reasonable period of time. Local reproduction of blank forms at company level is authorized. The following is a listing of blank forms available for issue from Headquarters, South Carolina State Guard:

Form	Number	AGSC Form
	44	Company Training Schedule (Rev. 1 Oct 81)
	58	Request for Award of Medals (Rev. Sep 86)

### ***DA Forms***

360	Report of Authorized Official Toll Telephone Calls
647	Personnel Register ("Sign-in Sheet")
1594	Daily Staff Journal or Duty Officer's Log
1687	Notice of Delegation of Authority - Receipt for Supplies

### **Other Forms**

OF 271	Conversation Record
STAR 62	State of South Carolina Travel Voucher (Yellow) (1 Jan 90)

**SCSG Forms**

2	SCSG Identification Card
4	Request for Officer Personnel Actions (7 Jun 03)
5	Orders for Enlisted Personnel Actions (7 Jun 03)
11	Request for Grade Determination (7 Jun 03)
17	Enlisted Personnel Action Request (7 Jun 03)
20/66	Record of Basic Data (8 May 02)
20A	Consent of Parents or Guardian (7 Jun 03)
20-2	Enlisted Oath and Record of Service (1 Jun 89)
41	Request for Issue/Turn In (1 Jul 98)
42	Loss or Damage Report (Revised 15 Dec 98)
44	Cash Collection Voucher (Revised 15 Dec 98)
45	Authorization for Receipt of Supplies (Revised 15 Dec 98)
51-1	Brigade Commander Monthly Report (5 page set)
66-2	Officer Oath and Record of Service (1 Jun 89)
81	Medical Evaluation (1 Oct 91), <i>for Medical Section use only.</i>
428	Information Form for ID Card (4 Apr 96)

**BY ORDER OF THE GOVERNOR:****OFFICIAL:**

**STANHOPE S. SPEARS**  
**Major General, SCARNG**  
**The Adjutant General**

**F. ELI WISHART**  
**Major General, SCSG**  
**Commander**

**DISTRIBUTION:****AA****OTAG (5)**